CI   July 1, 1999

MEMORANDUM FOR RECORD

SUBJECT: CIO Letter 99-6, Document Publication on the CI Web Server

For many reasons, it is important that the Chief Information Office make its business documents readily available to the CIO staff, DLA employees, and to the public, as appropriate. Consequently, CI employees are instructed to publish their approved briefings and other official documents on the CIO web page within 15 days of the briefing or document's completion.

Submit your documents for publication by e-mail to the CI Webmaster or his/her assistant. Both names will be posted on the CI bulletin board behind Suite 1339. Unless otherwise specified, the Webmaster will convert all documents to the Adobe Acrobat ".pdf" format.

Each submission must include the following:

- a descriptive title for each of the attachments (not just the file name)
- a very brief explanation of the contents of the documents
- when appropriate, indication of Web links that should be made
- a date that will be associated with the publication
- a list of users or rules for items where access will be limited

Team Chiefs are responsible for ensuring that all documents are reviewed for accuracy and suitability before publication. Additional scrutiny must be applied before posting to the public domain. Material that is in any way sensitive, or might otherwise be embarrassing to the Agency, shall only be published to the CI Intranet and access limited appropriately. Team Chiefs are also responsible for ensuring that the content of published documents is kept current. Such documents should be reviewed on a monthly basis and either updated or removed.

It is important that our customers be provided with information that is both accurate and timely. Your cooperation is appreciated.

/S/

CARLA A. VON BERNEWITZ
Chief Information Officer